SUPREME COURT OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR

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Assistant Division Director for Grants and Contracts

The Office of State Courts Administrator is seeking an Assistant Division Director for Grants and Contracts in our Administration and Budget Division. This position will provide direct oversight to the grants and contracts operations within this agency, as well as providing leadership to the division in the absence of the division director. The successful candidate will have strong management experience in projects and staffing. He or she will also have experience in grants administration, procurement of grants and oversight of contracts. Experience in fiscal and budget management is very important as is supervisory experience.

Minimum qualifications: Bachelor's degree in public or business administration, accounting or related field and six years of progressively responsible experience in professional administration, preferably with the Judiciary. A Master's degree may be substituted for two of the six years of required experience. Four years of related work experience may be substituted for the bachelor's degree.

Annual salary is commensurate with education and experience, not to exceed $67,080. An application form and copy of official transcript are both required. The application form can be downloaded at http://www.courts.mo.gov/page.jsp?id=3191 or may be requested by sending an e-mail to oscahr@courts.mo.gov or by calling (573) 751-4377. Applications (including transcript) received by December 21, 2009, will be guaranteed consideration for this position. The posting will remain open until sufficient applications have been received. Submit your application and transcript to Human Resources, P.O. Box 104480, Jefferson City, MO 65110. EOE